

DCFS POSITION ACTION REQUEST FORM (HR-01) INSTRUCTIONS

CURRENT VERSION OF FORM: Revised 8/2012

PURPOSE: To request the Appointing Authority's approval to make a change to a position or to request to fill a position. This is the first step in filling a position. NOTE: This form is not to be used to place a specific employee into a position - such actions are to be submitted on an HR-02, Recommendation Form.

PREPARATION: Form is prepared by the State Office Division/Section/Unit or Field Office where the position is located, or if moving a position, where the position will be located after the move occurs.

PART 1: TYPE OF REQUEST - Check as many boxes as is applicable to accomplish the entire action. For example, if a position needs to be moved and filled then check both boxes.

Fill Position (T.O.) - Used to request to fill a position in the T.O. This refers to hiring new employees, promoting or demoting current employees, moving permanent employees laterally within the agency, etc.

Fill Position (Non-T.O.) - Used to request to fill a position that is not in the T.O. This box would be checked to fill job appointments, restricted appointments, unclassified temporary appointments, students, etc.

Unfund/Swap Position - Used to request to remove a position from the budgeted T.O. or to abolish a position created for temporary reasons. May be used in conjunction with creation of a new position if the position to be unfunded is listed. Also used to request to fill a Non-T.O. position by swapping out the T.O. position that is listed in Part 3 of this form.

New Position/MJD - Used to request the establishment of a new position for jobs on a master job description. No SF-3 is required. Note: With the exception of new positions established in the budget, no new positions will be created unless a specific position number is cited to be unfunded in the swap.

Move Position/MJD - Used to request to move a position for jobs on a master job description from one organizational unit to another, one parish to another, etc. No SF-3 is required.

Other - Used for other purposes than those mentioned above, such as to request the creation of a temporary position for restricted appointment. (In this case, no SF-3 is required and the position will not be put in the T. O.)

New Position - SF-3 - Used to create a new position. The new position will not initially be set up in T.O., so the position to be unfunded in the swap must be cited in Part 3 of this form.

Move Position - SF-3 - Used to move a position not covered by a master job description from one organizational unit to another, one parish to another, etc.

Update Position – SF-3 - Used to update the duties, supervisory assignment, etc. of a position that is not covered by a master job description. This may also involve a request to change the allocation (i.e. job title) of a position based on the changes listed on the SF-3.

PART 2: POSITION DATA

Job Title - Official Civil Service Job Title. If the job is in a career progression group (CPG), the title should reflect the level(s) at which the vacancy is being filled. To maximize applicant pools for hard to fill positions, more than one job title can be specified on CPG positions. For example, if a position is allocated on an SF-3 as an Administrative Coordinator 3 and is in a CPG, the form could read "Administrative Coordinator 2 and 3". This would indicate to us that the job is in a CPG and you would like to be able to fill the position at either level.

Position # - Assigned LaGov HCM number of the position.

In T.O.? - Check yes or no to indicate whether the position is currently in T.O. or not in LaGov HCM system.

Pay Scale Level - Official Civil Service pay scale level that corresponds to the job title of the position being filled. For example, if the position is an Administrative Coordinator 3, the pay scale level would be AS-609.

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Biweekly Pay Range - Biweekly minimum and maximum pay rates that correspond to the pay scale level.

Bureau/Division or Region - State Office Bureau or Division or Field Region where the position is located.

Work Location/Parish - Parish where the position is located.

Functional Program Assignment - Name of Program area to which the position is assigned. For example CW for Child Welfare, CSE for Child Support Enforcement, etc.

Org. Unit # - Number for the LaGov HCM Organizational Unit (number begins with a 5).

Cost Center # - Cost center of office where vacancy exists (number begins with 360).

Fund # - Number used for cost allocation of Federal and State money (also begins with 360). Previously referred to as Reporting Category #.

AFS Budgeted Program Area - check the appropriate box that applies.

Former Incumbent - Name of last regular employee that held the position (do not list name of previous detailed incumbent).

Date Vacated - Self explanatory.

Title of Supervisor - List the job title of the position that will supervise this position.

Supervisor Position # - List the position number of the supervisory position.

PART 3: DATA FOR POSITION TO BE SWAPPED/UNFUNDED - Same fields as those listed in Part 2 above, but this information applies to the position that is to be swapped out/unfunded.

PART 4: BRIEF DESCRIPTION OF ACTION NEEDED & JUSTIFICATION OF POSITION NEED - Briefly describe what you want to accomplish. For example: "Create new position and fill by Restricted Appointment" or "Move position to Rapides Parish and issue job posting", etc. Justification that explains why the action needs to be taken or the position needs to be filled MUST BE included. The fact that a position is vacant is not sufficient reason to fill it. There must be a true need, and this should be demonstrated by citing caseload needs, etc.

Additional info. Required for Restricted Appointment, Job Appointment or Detail to Special Duty - Self explanatory.

PART 5: METHODS OF RECRUITMENT REQUESTED (check all that apply) - Self explanatory.

PART 6: FILTER QUESTIONS TO BE INCLUDED ON JOB POSTING - List any questions to be included on job posting in Supplemental Questions section that will serve as "knock-out" questions and will be used to filter applicants.

Special Circumstances and Preferred Requirements - Used for special requests, such as requests for special pay mechanisms, and preferred requirements, such as experience in addition to Civil Service minimum qualifications, etc. (Include justification for these requests).

PART 7: REVIEW OF JOB DUTIES - One of these boxes MUST be checked. This is to certify that duties were reviewed for accuracy and applicability prior to filling the position. If an SF-3 cannot be located, an updated SF-3 must be submitted with this request. If the position being filled is at the supervisory level or above, an updated SF-3 must be completed before the position can be filled in order to comply with Civil Service requirements.

PART 8: REQUIRED SIGNATURES & APPROVALS - Self-explanatory.